CSTSA Administrative Guide for Personnel/Payroll

Administration

The Controller's Office administers the Civil Service Tax-Sheltered Annuities (CSTSA) program in conjunction with state agencies and insurance and investment companies that offer tax-sheltered products. The Controller's Office acts in this capacity under the authority of California Government Code Sections 1153 and 12420.2 (see appendix).

The program provides employees the opportunity to invest in an Internal Revenue Code Section 403(b) plan, commonly referred to as a tax-sheltered annuity or TSA. The program is voluntary. Employees who want to participate designate a portion of their salary to contribute on a monthly basis.

Agreements

The Controller's Office establishes a Master Agreement with investment companies (see appendix). This agreement enables a company to provide investments to employees in any state agency authorized to participate in the program.

Departments sign a Salary Reduction Agreement, which is a contract between the department and an employee. In addition to this agreement, a 403(b) Compliance Worksheet is completed by the employee and the employee's investment company, its designee, or a certified tax consultant.

TSA Deduction Processing

Civil Service TSA deductions are processed using payroll deduction code 040 and various organizations codes, each representing an investment or insurance company. Refer to the Company Listing provided by the Controller's Office for up-to-date information.

TSA deductions are pre-taxed and are automatically deducted from the employee's payroll warrant.

A deduction code 041 is automatically applied for each TSA participant, regardless of the number of 040 deductions. Code 041 deductions represent the Controller's Office administrative fee of $1 per month per participant.

For more information on deduction processing refer to the Payroll Procedures Manual or the Deduction Program Handbook.

Payroll Procedures Manual sections

B022 (Deduction/Organization Codes)
H 001 (Deduction Procedures Under USPS)
H012 (Payments subject to deductions)
H013 (Deductions allowed separation/ transfer/settlement)
H 510 (Salary Reductions)
I 310 – 316 (Redeposits)

Deduction Program Handbook

www.sco.ca.gov/ppsd/dedinfo/particip/ben.pdf

Steps of Enrollment

1) An employee's eligibility to invest in a 403(b) plan should be established prior to enrollment in the program (see Eligibility).

2) Each employee must select a company and investment product, see the "Company Listing".

3) Once a company is selected, an employee must establish an account with the company and show proof to the employer. This must be completed before the Salary Reduction Agreement.

4) A 403(b) Compliance Worksheet must be completed for new participants, those that plan to contribute more than the 402(g) limit (currently $15,500) and for those that contribute to more than one plan.

5) A Salary Reduction Agreement must be completed and submitted to the Controller's Office at least 30 days before the reduction is to be effective.

6) To complete enrollment, the department must submit a copy of page 5 of the Salary Reduction Agreement along with an STD.650 (Miscellaneous Deduction Change Report) to the Controller's Office (see sample STD.650 forms and Salary Reduction Requests). A copy of the entire Salary Reduction Agreement should be kept on file at the department. A copy should also be given to the employee.

Eligibility

A number of factors determine eligibility for participation in the CSTSA program, including 1) employing department, 2) job duties and 3) time base.

Internal Revenue Publication 571 (Tax Sheltered Annuity Programs for Employees of Public Schools and Certain Tax Exempt Organizations) states eligibility criteria for 403(b) plans. In short, employees working directly, or indirectly, for a public school or educational agency are eligible.

The Internal Revenue 403(b) Handbook (available at www.irs.ustreas.gov) states the following eligibility criteria:

1. A state or local government or any agency or instrumentality of one or more of these is an eligible employer only with respect to employees who perform services directly or indirectly for an educational organization.
2. To be an educational organization, the organization must normally maintain a regular faculty and curriculum, and have a regularly enrolled body of students in attendance at the place where it regularly carries on educational activities. Included in this category are…public schools, state colleges and universities.
3. Both non-academic staff (e.g. a custodial employee) and faculty may be covered but elected or appointed officials holding positions in which persons who are not education professionals may serve are not eligible (e.g. a member of the school board, university regent or trustee may not be eligible).

Examples of eligible employees include:

- Department of Education employees.
- Employees in bargaining units 03 and 21.
- Employees in all bargaining units whose position and job duties support the operation of education programs.

Example 1: Department of Education janitorial, custodial and clerical employees. They perform services for an educational organization and are therefore eligible.

Example 2: Teachers, analytical and clerical staff who support educational programs within a Correctional, Developmental, Mental Health or Youth facility. These are eligible employees.

Who verifies eligibility? A company representative verifies eligibility with the assistance of the employee and/or the departmental personnel staff.

Are there any limitations? Employees must work at least 20 hours per week to qualify.

CHANGES IN ELIGIBILITY

Participants who change positions must continue to meet eligibility requirements to maintain their salary reduction agreement. If an employee moves to a position that does not qualify for 403(b) investment, their 403(b)-salary reduction must be cancelled.

If an employee transfers within the same agency code, their TSA deduction will continue to be in effect unless cancelled by the employee or agency. However, if they transfer to another agency code, their TSA deduction will be cancelled and a new salary reduction must be enacted to continue the employee's 403(b) investment.

Establishing and Changing TSA Investments

Due to the payroll process, employees can change their salary reduction agreement once per month. Changes should be requested 30 days prior to the effective date of the reduction to ensure time for processing. TSA transactions are processed on the 10th workday of the month.

The following types of TSA transactions are possible.

START SAVINGS THROUGH THE PLAN	Employees can begin investing in the TSA program any time. All employees must meet eligibility and annual contribution limit requirements.
INCREASE OR DECREASE IN REDUCTION AMOUNT	Employees can change their existing reduction amount within the same company.
CHANGE INVESTMENT ELECTIONS	Employees select investment products with their TSA Company agent. They may change the particular investment product without changing companies or investment amounts. This type of change would not require a new salary reduction agreement or assistance of Personnel staff. In this case, an employee should contact the Company to change the investment election.
CHANGE INVESTMENT COMPANIES	Employees can contribute to two companies at any one time. If an employee elects to contribute to a new company, they must show proof that a company account has been established prior to completing a new salary reduction agreement.
STOP SAVINGS THROUGH THE PLAN	Employees can stop saving through the plan any time. They can also restart after a cancellation assuming they meet eligibility and annual contribution limit requirements.

Employee Contribution Limits

There are many factors in determining an employee's annual contribution limit. The "Program Guide for Participants" and the "Salary Reduction Agreement" assist employees in understanding their contribution limits.

<u>Departments are not responsible for advising employees, or determining or calculating employee contribution limits.</u>

See "Personnel/Payroll Responsibilities" and "How to Monitor and Cancel Employee Contributions" to understand the Department's role in monitoring employee contributions to the plan.

<u>MINIMUM CONTRIBUTION</u>

Employees can contribute to two companies at any one time. They must contribute at least $25 to each Company.

<u>MAXIMUM CONTRIBUTION</u>

There are two Internal Revenue Code (IRC) Sections that determine 403(b) annual contribution limits:
Either…

IRC 415 Limit: 100% of compensation; or

IRC 402(g) Tax Reform Act Limit:
Maximum of $15,500 for 2007.…whichever is less.

State's Tax Year

The annual amount an Employee can contribute is based on the tax year. A tax year consists of payments and deductions issued from January 1st through December 31st. The State of California's tax year runs from the December pay period (e.g. pay issued beginning January 1 through the November pay period (e.g. pay issued through December 31).

TAX YEAR 2008 (PAY PERIODS)
DEC 2007
JAN 2008
FEB 2008
MAR 2008
APR 2008
MAY 2008
JUNE 2008
JULY 2008
AUG 2008
SEPT 2008
OCT 2008
NOV 2008

Catch-Up Provisions

IRC Section 402(g)7 and IRC Section 414(v) allow for a "catch-up" option for certain categories of employees, as follows:

403(b) 15 Year Catch-Up Option - IRC Section 402(g)7

Employees with 15 or more years of service with the same employer may contribute up to $3,000 per year for a total of $15,000 lifetime. Employees who have deferred more than$5,000 per year over 15 years may not use this option.

Over Age 50 Catch-up Option- IRC Section 414(v)
Available to all employees over 50 years of age. This special option allows employees to defer an additional $1,000 to a 403(b) or 401(k), and $1,000 to a 457 plan, and does not count towards any other deferral limits. It is indexed to increase by $1,000 each year until 2006, when it remains at a total of $5,000 thereafter. Deferral limits are illustrated as follows:

2002…....$1,000 total
2003…....$2,000 total
2004……$3,000 total
2005……$4,000 total
2006……$5,000 total
2007……$5,000 total
2008……$5,000 total

Participation in 403(b) and Other Plans

The CSTSA 403(b) program does not preclude participation in the State's 401(k) or 457 plans.

Participants may contribute up to $15,500 to a 403(b), or 401(k) plan AND up $15,500 to a 457 plan, for a total contribution of up to $31,000.

Annual Limits Tax Year 2008

403(b) only: 15,500
403(b) and 401(k) combined: 15,500
403(b) and 457 combined: 31,000
403(b), 401(k), and 457 combined: 31,000

Compliance Worksheet

The Controller's Office provides a 403(b) Compliance Worksheet that assists employees and companies in determining maximum annual contribution limits for individual employees.

This worksheet must be filled out for:

- Employees new to the plan.
- Employees whose contributions exceed the 402(g) limit $15,500.
- Employees who contribute to more than one plan in the same tax year. For instance, an employee who contributes to the CSTSA and another 403(b), 401(k) or 457.

Employees who elect to defer more than the 402(g) limit must provide the department a new Compliance Worksheet each year by November 1st for every year they elect to defer more than the 402(g) limit.

IMPORTANT NOTE:
Changes in salary, time base, flex spending and medical reimbursement accounts may decrease or increase an employee's maximum contribution limit. Therefore, a new 403(b) Compliance Worksheet may be warranted when these types of changes occur.

A copy of the employee's 403(b) Compliance Worksheet is kept on file at the department.

How to Monitor and Cancel Employee Deductions

Employees are advised to monitor their contributions on a monthly and annual basis. It is still essential that departments routinely monitor amounts individual employees are contributing to ensure compliance with Internal Revenue Code.

MONITOR
UP TO $15,500

For employee's who have contributed less than $15,500:

1) For new participants, monitor the employee's salary reduction on a monthly basis to ensure that it does not exceed the amount stated on the employee's 403(b) Compliance Worksheet.

   Those employees enrolled in the plan prior to new requirements may not have a compliance worksheet on file. Monitor these employee reductions for a maximum of $15,500 for 403(b) only participants and $15,500 an additional for 457 participants.

2) If the employee's salary reduction will exceed $15,500, verify a compliance worksheet is on file. If there is no worksheet on file, require the employee complete a worksheet.

3) If the employee does not provide a worksheet in a reasonable amount of time, cancel or adjust the salary reduction using an STD.650 form, so that the total reduction amount will not exceed a given limit. Cancelled reductions can be restarted when a compliance worksheet is provided, or the following tax year.

4) Print and complete a "Notice of Cancellation or Salary Reduction Adjustment" and provide a copy to the employee. A copy should be kept on file at the department.

CANCEL
MORE THAN $15,500

For employee's who have already contributed more than $31,000 for 403(b)/401(k) and 457 participants:

1) Verify a 403(b) Compliance Worksheet is on file. If the employee does not have a worksheet on file, request they provide one before the next pay period (prior to the next payroll deduction). Leave time to cancel the deduction if necessary.

2) If the worksheet is not provided, or if it does not substantiate the amount of deduction, cancel the salary reduction using an STD.650 form. Cancelled reductions may be restarted the following tax year.

3) Print and complete a "Notice of Cancellation or Salary Reduction Adjustment" and provide a copy to the employee. A copy should be kept on file at the department.

403(b) Compliance Report

The Controller's Office provides a monthly report that can be used to monitor TSA contributions. This report is available on-line through the ViewDirect application. Departments should contact their Departmental Security Monitor to request ViewDirect access via the PSD125A decentralized security form.

The following TSA report is available on-line:

REPORT NAME	DESCRIPTION
PDL5711	Monthly report that identifies current and year-to-date TSA contributions, and projects future contributions for the current tax year.

LOGON

Logon to ViewDirect from the SCO MENU through SCOPROD or SCOVIEW.

```
                              S C O M E N U

       NOTICE: AUTHORIZATION TO ACCESS THIS SYSTEM IS LIMITED TO CALIFORNIA STATE
       EMPLOYEES IN THE PROPER CONDUCT OF OFFICIAL STATE BUSINESS.  ALL OTHER
       ACCESS IN UNAUTHORIZED AND UNLAWFUL.

       PF   APPLICATION    CURRENT STATUS          PF   APPLICATION        CURRENT STATUS
       1    SCOPROD        UNKNOWN                 2    TSO3               UNKNOWN
       3    SCOTRNG        UNKNOWN                 4    TS1                XDOMAIN
       5    PDTSTX         UNKNOWN                 6    SY2KD4             UNKNOWN
       7                                           8    PSTEST             UNKNOWN
       9                                           10   PSTSTX             UNKNOWN
       11   PDTEST         UNKNOWN                 12   LOGOFF
       13   SCOVIEW        UNKNOWN                 14   VIEWTEST           UNKNOWN
       15   SCOVDR         UNKNOWN                 16   VDRTEST            UNKNOWN
```

Note: Logon instructions do not include directions unique to your environment such as security tokens, etc.

Logon through SCOPROD

1) Logon to SCOPROD using standard logon procedures.
2) At the blank screen type REPT and press ENTER.
3) The VIEWING MENU appears, skip to 4 on next page.

Logon through SCOVIEW

1) Press the PF13 key, or if using a PC, the appropriate keys (example: Shift and PF3 key).
2) The welcoming screen will appear. Proceed with standard logon procedures until the following screen appears.

```
PDXXX LAST ACCESS AT 13:57:49 ON MONDAY, FEBRUARY 7, 2000

SIGN-ON IS COMPLETE
```

3) After receiving the message "SIGN-ON IS COMPLETE", type **REPT** and press ENTER.

```
REPT









PDXXX LAST ACCESS AT 13:57:49 ON MONDAY, FEBRUARY 7, 2000

SIGN-ON IS COMPLETE
```

4) The VIEWING MENU appears.

At the VIEWING MENU, press ENTER to continue to the REPORTS screen.

```
COMMAND ➔                                                   TIME:083228
                           *** INFOPAC-RDS ***
                              VIEWING MENU

RECIPIENT ID:                                               VERSION: 6.1
                                                     TAPE VOLSER: MC6474

             VIEW BY REPORT OR TOPIC:  R (R/T)
                     REPORT/TOPIC ID:  __________
                             VERSION:  __________
                             SECTION:  __________

      DISPLAY LIST OF REPORTS/TOPICS:  YES (YES/NO)
            DISPLAY LIST OF VERSIONS:  YES (YES/NO)
               DISPLAY SECTION INDEX:  YES (YES/NO)

PF01=HELP  PF02=PRINT  PF03=END  PF04=MENU  PF5=RFIND  PF06=MARK
PF07=UP    PF08=DOWN   PF09=     PF10=LEFT  PF11=RIGHT PF12=QUIT
```

Reports Screen

The REPORTS screen will appear listing reports available. Select a report by keying an **X** in the Option field next to the Report Id and pressing ENTER.

```
COMMAND →                                                TIME:083228
                              *** REPORTS ***

OPTION     REPORT ID   REPORT NAME
------     ---------   -----------
   X       PDL5711     CSTSA 403(B) COMPLIANCE REPORT




PF01=HELP  PF02=PRINT  PF03=END  PF04=MENU  PF5=RFIND  PF06=MARK
PF07=UP    PF08=DOWN   PF09=     PF10=LEFT  PF11=RIGHT PF12=QUIT
```

The REPORT VERSIONS screen will appear reflecting the Date, Time and Device used to create the report, and the Status. Key an **X** in the Option field and press ENTER.

```
COMMAND →                                                TIME:083223
                         *** REPORTS VERSIONS ***

REPORT: PDL5711  CSTSA 403(B) COMPLIANCE REPORT

OPTION     DATE        TIME     DEVICE     STATUS
------     ----        ----     ------     ------
   X       20000215    080352   DISK       AVAILABLE



PF01=HELP  PF02=PRINT  PF03=END  PF04=MENU  PF5=RFIND  PF06=MARK
PF07=UP    PF08=DOWN   PF09=     PF10=LEFT  PF11=RIGHT PF12=QUIT
```

The REPORT SECTION INDEX screen will appear listing your authorized agency codes and number of pages. Make your selection by keying an **X** next to the appropriate agency code and pressing ENTER.

```
COMMAND ➔                                                         TIME:094059
                               *** REPORT SECTION INDEX ***

REPORT: PDL5711  CSTSA 403(B) COMPLIANCE REPORT

OPTION     SECTION                                              PAGES DESCRIPTION
------     -------     ---------------------------------------  -----------
    X      109                                                    1
    _      116                                                    2
    _      133                                                    1
    _      140                                                    3
    _      143                                                    1
    _      144                                                    2
```

On-line Viewing

The report will appear on the screen. You can use the report in the following ways:

- View on-line using pf keys and on-line viewing commands
- Print a portion of the report
- Print the entire report

```
COMMAND ➔                                                      SCROLL➔ SCREEN
PDL5711        20000215  080352  109                           P    1 R    1 C    1
03/02/00
PDL5711
       STATE OF CALIFORNIA - STATE CONTROLLER'S OFFICE - DATA MANAGEMENT SECTION
          SUMMARIZED DEDUCTION AMOUNTS FOR SPECIFIC PRE-TAX DEDUCTIONS
              FOR CIVIL SERVICE TAX SHELTERED ANNUITY PARTICIPANTS
                                AS OF 02/21/2000
AGENCY:   109
POSITION NUMBER        SSA      LAST NAME      E       EE      TIME    PROJECTED
                                               S       AGE     BASE     ANNUAL
                                                                        CONTRIB.

  109-100-2272-001  111-22-3333  SMITH         A       57.83   FT        6,000.00

  109-200-2273-076  444-55-6666  BARNES        A       42.17  001/002   9,000.00

**109-210-5393-002  777-88-9999  JOHNSON       A       43.08   FT       12,000.00
```

The report spans two screens. Use the PF10 (left) and PF11 (right) keys to move between the left and right hand sides of the report.

Second screen of report.

```
COMMAND ➔                                                    SCROLL➔ SCREEN
PDL5711        20000215  080352  109                         P    1 R    1 C    1
03/02/00
PDL5711
NIA - STATE CONTROLLER'S OFFICE - DATA MANAGEMENT SECTION
DUCTION AMOUNTS FOR SPECIFIC PRE-TAX DEDUCTIONS
SERVICE TAX SHELTERED ANNUITY PARTICIPANTS
    AS OF 02/21/2000
```

NAME	E S	EE AGE	TIME BASE	PROJECTED ANNUAL CONTRIB.	DED/ORG	CURRENT REDUCTION AMOUNT	CUMULATIVE TOTAL	PROJECTED YEARLY BY DED/ORG
	A	57.83	FT	6,000.00	040-006	500.00	1,000.00	6,000.00
S	A	42.17	001/002	9,000.00	040-010	750.00	1,500.00	9,000.00
ON	A	43.08	FT	12,000.00	040-069	600.00	1,200.00	7,200.00
					040-080	400.00	800.00	4,800.00

Tips for reviewing pdl5711 report data

- Review any records that show a double asterisk on the far left of the report. These records are automatically flagged for Projected Annual Contributions of $15,500 or more. The asterisks only indicate that the employee has the potential to contribute $15,500 or more if their Current Reduction Amount is not reduced during the tax year. Monitor these records on a monthly basis for over contribution and make sure that a 403(b) Compliance Worksheet is on file if the Cumulative Total column is near $15,500.
- Review any records that have a 457 deduction. If the Projected Annual Contribution is more than $15,500, verify a 403(b) Compliance Worksheet is on file and monitor on a monthly basis for contributions over $15,500.
- Review any records with more than two 403(b) deductions (e.g. three code 040 deductions). No more than two 403(b) deductions are allowed at one time.
- Review any records with a time base less than 001/002. Employees must work at least half-time to participate in the program.

PF Keys & On-line Viewing Commands

Screen navigation is accomplished by using pf keys or by typing on-line viewing commands at the command line.

Example: To go to the top of a report, key "**TOP**" (COMMAND ➔ TOP) and press ENTER.

```
COMMAND ➔      TOP                                          SCROLL➔ SCREEN
PDL5711        20000215  080352  109                        P    1 R    1 C    1
03/02/00
PDL5711
       STATE OF CALIFORNIA - STATE CONTROLLER'S OFFICE - DATA MANAGEMENT SECTION
          SUMMARIZED DEDUCTION AMOUNTS FOR SPECIFIC PRE-TAX DEDUCTIONS
              FOR CIVIL SERVICE TAX SHELTERED ANNUITY PARTICIPANTS
                                AS OF 02/21/2000
AGENCY:   109
POSITION NUMBER        SSA      LAST NAME      E      EE      TIME     PROJECTED
                                               S      AGE     BASE      ANNUAL
                                                                       CONTRIB.

  109-100-2272-001  111-22-3333  SMITH         A      57.83   FT        6,000.00

  109-200-2273-076  444-55-6666  BARNES        A      42.17  001/002   9,000.00

**109-210-5393-002  777-88-9999  JOHNSON       A      43.08   FT       12,000.00
```

FUNCTION	ON-LINE VIEWING COMMAND	PF KEY
HELP	H	PF1
PRINT (Print report or portion of report)	PR	PF2
END (Return to previous screen)	END	PF3
MARK (Mark specific pages to print)	MA	PF6
UP (Scroll up)	U	PF7
DOWN (Scroll down)	D	PF8
LEFT (Scroll left)	LE	PF10
RIGHT (Scroll right)	RI	PF11
QUIT (Exit)	Q	PF12
TOP (Go to top of report)	TOP	N/A
BOT (Go to bottom of report)	BOT	N/A
FIND (Find specific records, see example next page)	F	N/A

Find Command

The **F** or **FIND** command is used to search for a string of data up to 28 characters. It can be used with other commands such as ALL, FIRST, LAST, etc. to search for specific information. Below are examples of how the find command can be used.

COMMANDS	USE	EXAMPLE
F	Highlights the most recent occurrence of the string.	COMMAND➔ F SMITH Search for the most recent occurrence of the name SMITH
F ALL	Identifies all occurrences of the string. Use the PF5 key to locate additional occurrences.	COMMAND ➔ F ‘INT’ ALL Find all records with INT time base.
F FIRST	Locates the first occurrence.	COMMAND ➔ F ‘**’ FIRST To find the first occurrence of double asterisks.
F LAST	Locates the last occurrence.	COMMAND➔ F ‘**’ LAST To find the last occurrence of double asterisks.
F PREV	Locates the previous occurrence.	COMMAND ➔ F ‘INT’ PREV To find the previous occurrence of an INT time base.

Scale and Freeze Commands

The freeze command specifies rows and columns of data to be displayed continuously on the screen during scrolling. This is very useful for freezing column headings so that they remain stationary when using the PF7 (up) and PF8 (down) keys to scroll through a report.

First, use the SCALE command to identify row and column numbers.
Turn the scale on by keying **SC ON** at the command line and pressing enter.

```
          COMMAND ➔      SC ON                                    SCROLL➔ SCREEN
(columns) ....+....1....+....2....+....3....+....4....+....5....+....6....+....7....+..
          03/02/00                                                                    001  (rows)
          PDL5711                                                                     002
                 STATE OF CALIFORNIA - STATE CONTROLLER'S OFFICE - DATA MANAGEMENT SECT 003
                   SUMMARIZED DEDUCTION AMOUNTS FOR SPECIFIC PRE-TAX DEDUCTIONS       004
                       FOR CIVIL SERVICE TAX SHELTERED ANNUITY PARTICIPANTS           005
                                                                                      006
                                         AS OF 02/21/2000                             007
          AGENCY:   109                                                               008
          POSITION NUMBER       SSA      LAST NAME       E       EE      TIME   PROJECTED 009
                                                         S       AGE     BASE    ANNUAL   010
                                                                                CONTRIB.  011
                                                                                      012
                                                                                      013
            109-100-2272-001  111-22-3333  SMITH         A       57.83   FT       6,000.00 014
                                                                                      015
            109-200-2273-076  444-55-6666  BARNES        A       42.17  001/002  9,000.00 016
                                                                                      017
```

Next, use the Freeze command to freeze all column headings on the report.
Freeze rows 001 through 012 of the report. Key **FR R1-12** and press enter.

```
COMMAND ➔      FR R1-12                                    SCROLL➔ SCREEN
....+....1....+....2....+....3....+....4....+....5....+....6....+....7....+..
03/02/00                                                                    001
PDL5711                                                                     002
       STATE OF CALIFORNIA - STATE CONTROLLER'S OFFICE - DATA MANAGEMENT SECT 003
         SUMMARIZED DEDUCTION AMOUNTS FOR SPECIFIC PRE-TAX DEDUCTIONS       004
             FOR CIVIL SERVICE TAX SHELTERED ANNUITY PARTICIPANTS           005
                                                                            006
                               AS OF 02/21/2000                             007
AGENCY:   109                                                               008
POSITION NUMBER       SSA      LAST NAME       E       EE      TIME   PROJECTED 009
                                               S       AGE     BASE    ANNUAL   010
                                                                      CONTRIB.  011
                                                                            012
                                                                            013
  109-100-2272-001  111-22-3333  SMITH         A       57.83   FT       6,000.00 014
                                                                            015
  109-200-2273-076  444-55-6666  BARNES        A       42.17  001/002  9,000.00 016
                                                                            017
```

(Optional) Turn the scale off for easier viewing. Key **SC OFF** (Scale Off) at the command line and press enter. Key **SC ON** (Scale On) to view the scale again.

Printing

The PRINTING MENU can be accessed by pressing the PF2 key or by typing **PR** in the command line.

```
COMMAND → PR                                                TIME:083228
                            *** PRINTING MENU ***

                               REPORT ID: xxxxxxxx
                               VERSION:

FROM → PAGE = 000001 OF SECTION: 109
  TO → PAGE = 000001 OF SECTION: 109
   NUMBER OF PAGES TO BE PRINTED: 000001
               PAGE OUTPUT LIMIT: ______

                         PRINTER:  O (O - ONLINE/ B - BATCH)
               ONLINE PRINTER ID:  XXXX
                 BATCH DEVICE ID:
                 JCL (FOR BATCH PRINT ONLY)
RMT36     << BATCH PRINT ID
01        << NUMBER OF COPIES
```

You can specify which pages and agency codes you want to print.

Example: Printing more than one agency code. 999999 is a default that is meant to include all pages of the report. See sample below.

```
COMMAND → PR                                                TIME:083228
                            *** PRINTING MENU ***

                               REPORT ID: xxxxxxxx
                               VERSION:

FROM → PAGE = 000001 OF SECTION: 109       ←(Requesting agency codes
  TO → PAGE = 999999 OF SECTION: 144         109 through 144; and all
   NUMBER OF PAGES TO BE PRINTED: 999999     pages of the report.)
               PAGE OUTPUT LIMIT: ______

                         PRINTER:  O (O - ONLINE/ B - BATCH)
               ONLINE PRINTER ID:  XXXX
                 BATCH DEVICE ID:
                 JCL (FOR BATCH PRINT ONLY)
RMT36     << BATCH PRINT ID
01        << NUMBER OF COPIES
```

Printing Capabilities

Reports can be printed on 11 x 14-inch paper or on 8 ½ x 11-inch paper depending on the report size and your printer settings. Reports can be printed on 8 ½ x 11-inch paper by condensing print. Change the characters per inch (set to 15) and the line length (set to 220). Refer to your printer's owner's manual for further instructions on changing printer settings.

Logoff

If accessed through SCOPROD:

1) Press the PF12 key or key **Q** in the command line and press ENTER.
2) A blank screen will appear. Either key **LOGOFF** and press ENTER to return to the SCO Menu, or request access to another SCOPROD application by keying the desired system name (example PIMS, HIST, etc.).

If accessed through SCOVIEW:

1) Press the PF12 key or key **Q** in the command line and press ENTER.
2) A blank screen will appear. Key **LOGOFF** and press ENTER to return to the SCO Menu.

APPENDIX

Government Codes

1153. The Controller shall provide for the administration of payroll deductions as set forth in Sections 1151, 1151.5, and 1152, salary reductions pursuant to Section 12420.2, and may establish, by rule or regulation, procedures for that purpose. In administering these programs the Controller shall:

(a) Make, cancel, or change a deduction or reduction at the request of the person or organization authorized to have the deduction or reduction. All requests shall be made on forms approved by the Controller.

(b) Obtain a certification from any state agency, employee organization, or business entity requesting a deduction or reduction that they have and will maintain an authorization, signed by the individual from whose salary or wages the deduction or reduction is to be made.

(c) Provide for an agreement from individuals, organizations, and business entities receiving services to relieve the state, its officers and employees, of any liability that may result from making, canceling, or changing requested deductions or reductions. However, no financial institution receiving a payroll service pursuant to this section shall be required to reimburse the state for any error in the payroll service received by that financial institution after 90 days from the month in which the payroll service was deducted from an individual's paycheck.

(d) Determine the cost of performing the requested service and collect that cost from the organization, entity, or individual requesting or authorizing the service. Services requested which are incidental, but not necessary, to making the deduction may be performed at the Controller's discretion with any additional cost to be paid by the requester. At least 30 days prior to implementation of any adjustment of employee costs pursuant to Section 12420.2, the Controller shall notify in writing any affected employee organization.

(e) Prior to making a deduction for an employee organization or a bona fide association, determine that the organization or association has been recognized, certified, or registered by the appropriate authority.

(f) Decline to make salary services for any individual, organization, or entity if the Controller determines that it is not administratively feasible or practical, or if the Controller determines that the individual, organization, or entity requesting or receiving the salary service has failed to comply with any statute, rule, regulation, or procedure for the administration of salary services.

(g) Make, cancel, or change a deduction or reduction not later than the month subsequent to the month in which the request is received. Except as provided in subdivision (c), all cancellations or changes shall be effective when made by the Controller.

(h) At the request of a state agency, transfer employee deduction authorization for a state-sponsored benefit program from one provider to another if the benefit and the employee contribution remain substantially the same. Notice of the transfer shall be given by the Controller to all affected employees.

12420.2. The Controller may purchase annuity contracts for permanent employees of the State Department of Education, Department of the Youth Authority, Board of Governors of the California Community Colleges, Department of Corrections, State Department of Mental Health, California Maritime Academy, Commission for Teacher Credentialing, State Department of Developmental Services, California State Library, California Postsecondary Education Commission, Private Postsecondary Vocational Education Council, Department of Consumer Affairs, Board of Vocational Nurse and Psychiatric Technician Examiners, and the Board of Registered Nursing, and shall reduce the salary of each employee for whom an annuity contract is purchased by the amount of the cost thereof provided that all of the following conditions are met:

(a) The annuity contract is under an annuity plan which meets the requirements of subdivision (b) of Section 403 of the Internal Revenue Code and Section 17512 of the Revenue and Taxation Code.

(b) The employee makes application to the Controller for the purchase and reduction of salary.

(c) All provisions of the Insurance Code applicable to the purchase of those annuities are satisfied.

403(b) Master Agreement

By selecting the text above, you will link to an additional Adobe file containing the 403(b) Master Agreement.